

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 33-360, VOLUME 1

**AIR FORCE MATERIEL COMMAND
Supplement 1**

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Communications and Information

PUBLICATIONS MANAGEMENT PROGRAM

HOLDOVER

***"The basic publication has changed; impact on supplemental information is under review by the OPR.
Users should follow supplemental information that remains unaffected."***

NOTICE: This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ AFMC/SCDP
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Certified by: HQ AFMC/SCD (Gary Brooks)

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This supplement does not apply to the Air National Guard or US Air Force Reserve units and members. Units may further supplement this command supplement, as required. If supplemented, submit a copy to HQ AFMC/SCDP, 4225 Logistics Ave, Suite 6, WPAFB OH 45433-5745.

SUMMARY OF REVISIONS

This supplement has been substantially revised and must be completely reviewed. Paragraphs have been renumbered to correspond with the superseding of AFI 37-160, Vol 1 by the new series AFI 33-360, Vol 1. It establishes new policy for electronic publishing, lists the web site for the AFMC Publishing Bulletin, assigns mission directive numbers to AFMC FOAs and DRUs, and assigns HQ AFMC publication ownership transfer responsibility to the publication's OPR.

AFI 33-360, Volume 1, 31 July 1998, is supplemented as follows:

1.7.1. Each publishing manager is required to maintain an official electronic, on-line, publicly accessible source of "F" distribution publications and forms for their customers. Where appropriate, multiple units may share the same publishing site (i.e., combined center/base publishing site). Publications managers will submit their Uniform Resource Locator (URL) address to HQ AFMC/SCDP for review and approval as an official electronic source for publications and forms. Once approved, sites may post the banner

"Official Source Site for (unit) Publications and Forms," and may provide explanation that the site meets AFMC publishing criteria as an official source site for unit publishing products.

1.7.1.1. All AFMC official electronic source sites will be listed on the AFMC Publishing Distribution Library at: <http://www.afmc.wpafb.af.mil/pdl/afmc/fieldpdl.htm>.

1.7.1.2. (Added) Each official electronic source site for publications and forms must comply with the following criteria.

1.7.1.2.1. (Added) AFMC official electronic source sites will only post their unit's publications and forms (i.e., center, base publications and forms, including integrated supplements). **Note:** Once a higher headquarters publication is integrated with a field supplement, the integrated copy becomes the product of the field publishing function and is authorized for posting on their electronic publishing site. The reason for these criteria is to eliminate the redundancy found in downloading and posting another organization's products.

1.7.1.2.2. (Added) AFMC official electronic source sites will not post draft publications. **Note:** Draft publications may be posted to other administrative sites not found under the official electronic publishing site directory.

1.7.1.2.3. (Added) Supplements (integrated and non-integrated) will be posted to official electronic source sites as two distinct files. Integrated supplements will not be used as holdover supplements and will be removed from the electronic source site upon revision/rescission of the basic publication. The word "**HOLDOVER**" will be placed near the site hyperlink to each holdover supplement (non-integrated) upon revision/rescission of the basic publication.

1.7.2. A customer who does not have electronic access may request a paper copy of a publication from their publishing activity who will provide one copy of the publication.

1.9. At HQ AFMC, the certification and approval levels for directive and non-directive command publications are the director and the deputy director, or their equivalents. At AFMC field activities, the commander determines the certification and approval level.

1.12.1. Field units will send the publications manager's name, organizational designation, E-mail address, and telephone number to HQ AFMC/SCD, 4225 Logistics Avenue, Suite 6, Wright-Patterson AFB OH 45433-5745.

1.12.2. Field activity commanders will determine certification and approval levels for local publications.

1.13.14. All field publishing managers will keep record sets of publications processed through their activity.

1.14.1. The AFMC Publishing Bulletin is posted on the AFMCPDL at <http://www.afmc.wpafb.af.mil/pdl/afmc/pb.htm>.

2.2.3. AFI 10-101, 1 Sep 95, *Format and Content of Mission Directives*, assigns a mission directive number to each MAJCOM. AFMC has been assigned the number 4. HQ AFMC/XPMO has assigned a 3-digit number based on the number 4 to HQ AFMC, HQ AFMC Field Operating Agencies (FOAs), and each AFMC direct reporting unit (DRU). The mission directive numbering assignment is as follows:

HQ AFMC	401
HQ AFMC FOAs	402
AAC	403
AFFTC	404
AEDC	405
OC-ALC	406
OO-ALC	407
SA-ALC	408
SM-ALC	409
WR-ALC	410
ASC	411
ESC	412
SMC	414
AMARC	415
AFSAC	416
USAFM	417
AFRL	420

The above units will use the assigned number for their mission directive. If a center chooses to publish more than one mission directive, number them with a dash (-) 1, 2, 3, etc. (For example: ESCMD 412-1, for 38 EIW; ESCMD 412-2, for MSG; ESCMD 412-3, for SSG, etc.).

2.3.8. HQ AFMC does not require that a visual aid (VA) be prescribed by a directive; however, centers, field operating agencies (FOA), and DRUs may establish their own guidelines. Process a VA the same as for any other publication. The VA number, date of issue, office of primary responsibility (OPR), distribution, and expiration date, if applicable, must be placed on the front of the VA. A command-level organization or manning chart is issued as a VA in the 38 series.

3.17. OPR must obtain DP coordination when it has been determined that the draft publication affects working conditions of civilian employees. Consult your labor relations specialist for assistance.

3.63.2. Direct requests for exceptions to use first-class or military official mail to HQ AFMC/SCDP, 4225 Logistics Ave, Suite 6, WPAFB OH 45433-5745.

3.64. The functional OPR of a HQ AFMC publication is responsible for transferring ownership of the publication, via a memorandum to 88CG/SCCIAP signed by both the transferring and the receiving OPR.

Attachment 8 (Added) Table A8.1. 90--Command Policy

90-- Command Policy: The AFMC 500 Series Commander's Policies will transition to the AFMC 90 Series, Command Policy, at the next AFMC change of command. After the transition is complete and all pertinent publications have been rewritten to the 90 Series, the 500 Series will become obsolete. The 90 Series publications will be processed as standard publications as required by the Electronic Transaction System (ETS) and IAW AFI 33-360, Volume 1, and this command supplement. The Commander approves and signs AFMC Command Policy Directives.

The Commander or Vice Commander signs any implementing AFMC Instruction.

The Director of Plans and Programs (XP) is the command focal point for updating Command Policy Directives at change of command. Mandatory coordination with HQ AFMC/XP is required for 90 series publications.

DEBRA HALEY, SES
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